



# EPC

## UNAPPROVED MINUTES

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**March 19, 2009**

- I. **Call to Order:** Meeting was called to order at 7:07 P.M.

**Attendance:**

Present: Tim Howard, Mike Berryhill, Arlyn Swiger, Brian Shreve, Nancy Martinez, Stephen Strauss, Russ Cherry, Michelle Celones, Michael Caulkins  
Excused: Lori Bersabe  
Liaison: Althea Polanski  
Staff: Sean Simonson, Bronwen Lacey

- II. **Pledge of Allegiance**

- III. **Approval of Minutes:** The meeting minutes of January 15, 2009 were approved by the Commission.

- IV. **Public Forum:** None

- V. **Announcements /Correspondence:**

1. Russ announced that the City of Milpitas has given a Certificate of Commendation to the Commission for its involvement in the CAC/EPC Town Hall Meeting.
2. Councilmember Polanski made the following announcements:
  - a. Commissioners' Brunch on April 4, 2009.
  - b. Groundbreaking Ceremony of the new Senior Center on March 30, 2009.
  - c. Farmers' Market Opening Ceremony on March 22, 2009.

- VI. **Approval of Agenda:** The agenda was approved by the Commission. Two items were moved up to the first part of the meeting (Stove Guard presentation and Brown Act training).

- VII. **New Business**

- A. Mike Chase of StoveGuard USA made a presentation on CookStop, an equipment that turns the power off to a stove when left unattended.
- B. Bronwen Lacey, Deputy City Attorney, provided training on the Brown Act and Open Government Ordinance.

- VIII. **Staff Reports**

A. SAFE

- The most recent class graduated 34 participants.
- A CPR/First Aid/AED Training is scheduled on April 25, 2009.

B. SOP for Disaster Caches

- The SOP has already been approved by the Commission with the removal of the information on the code to the lockbox. The SOP will be discussed with the Fire Chief.
- Further discussion was made on accessing the disaster caches by SAFE members and citizens.

- C. Milpitas Disaster Council/Citizen Corps Council
  - Sean is working with Battalion Chief Silvi in obtaining information as to who these groups are and what they do. Sean will bring back information at next meeting.
  - Russ suggested that these groups should be facilitated by the OES Coordinator.
- D. County Warning System
  - Sean provided an overview of how the system works.
  - The system will be implemented after the County punch list is completed. The target date to implement is possibly the end of April although this is not a firm date.
- E. Community Survey Form for Special Populations
  - The City Attorney has made corrections on the draft form that was submitted to his office.
  - Councilmember Polanski explained the procedure for responding to requests for records.
  - A motion was made and seconded that the survey form be submitted to the City Council for approval. Councilmember Polanski will try to get it in the April 21 Council meeting.
  - Tim recommended that it be put on the City website after approval.

IX. **New Business** (continued)

- C. Gas Meter Upgrade
  - Russ will contact someone to see if he could obtain one for free for the Commission to use for demo purposes.
  - A motion was made and seconded that the Commission can spend up to \$100 for the purchase of gas valves.

X. **Unfinished Business**

- A. Special Populations
  - A discussion was made regarding sheltering operations.
  - Sean explained that he is waiting for the County ordinance, and that there is nothing formal yet as to training mandates from the County.
  - The Care and Shelter facility is being updated.
- B. MOU between City and MUSD regarding use of MUSD's facilities for sheltering.
  - Russ gave the background information.
  - Brian mentioned that MUSD is open to ideas from the City and in working with the City.
  - Councilmember Polanski informed the Commission that she is now a member of the City/School Communications Group. At their March 4 meeting, the issue on the use of facilities and MOUs was discussed. She will have more information about this at the next meeting.

XII. **Team/Working Groups' Reports**

- A. 2009 School Disaster Drill
  - Steve reported on updates and requested Commission members to assist in the drill. Several members volunteered to assist.
  - A motion was made and seconded authorizing Sean to secure food, and submit a letter to Safeway requesting them to package the food appropriately.

B. Pub Ed Team

- Mike reported on the Town Hall Meeting, and that four wrenches were sold but no kits were sold.
- A discussion was made on whether to keep a few wrenches on hand or not. This items to be agendized at next meeting.
- Mike mentioned that Recreation Services will hold its summer registration classes on April 25, and asked if EPC would want to have a table there. Russ will contact Bonnie Greiner and will plan on it.
- Russ recommended the dissemination of disaster preparedness materials in stores, hotels, and in other establishments.
- At the next meeting, the Commission will talk about planning for its own pub ed event.
- Nancy will bring the stamped pamphlets to Fire Station 1.

C. Community Outreach Sub-Committee

- A brief discussion was made on the functions of this sub-committee. This will be agendized at the next meeting.

Meeting adjourned at 9:30 p.m.

Next Meeting: May 21, 2009, 7:00 p.m. City Hall Committee Meeting Room.